

Employee Post-Travel Disclosure of Travel Expenses

Date/Time Stamp: **RECEIVED**
SECRETARY OF THE SENATE
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Post-Travel Filing Instructions: Complete this form within **30 days** of returning from travel. Submit all forms to the **Office of Public Records in 232 Hart Building**.

In compliance with Rule 35.2(a) and (c), I make the following disclosures with respect to travel expenses that have been or will be reimbursed/paid for me. I also certify that I have attached:

- ☒ The **original** *Employee Pre-Travel Authorization* (Form RE-1), **AND**
- ☒ A **copy** of the *Private Sponsor Travel Certification Form* with all attachments (itinerary, invitee list, etc.)

Private Sponsor(s) (list all): R Street Institute

Travel date(s): Monday, May 28- Saturday, June 2, 2018

Name of accompanying family member (if any): N/A

Relationship to Traveler: ☐ Spouse ☐ Child

IF THE COST OF LODGING **DID NOT INCREASE** DUE TO THE ACCOMPANYING SPOUSE OR DEPENDENT CHILD, ONLY INCLUDE LODGING COSTS IN EMPLOYEE EXPENSES. (Attach additional pages if necessary.)

Expenses for Employee:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate	1,394.91	1,023.50	309.88	144.29 (Fee for use of hotel conference rooms)
<input checked="" type="checkbox"/> Actual Amount				

Expenses for Accompanying Spouse or Dependent Child (if applicable):

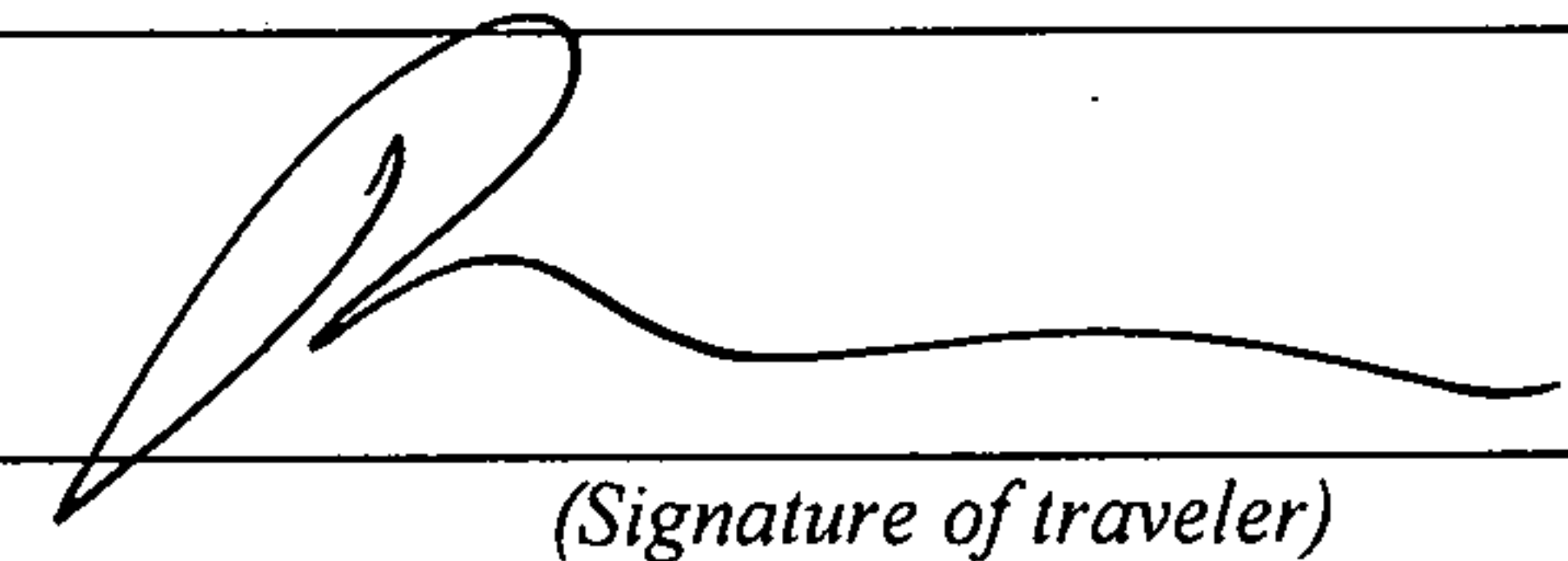
	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate	N/A	N/A	N/A	N/A
<input type="checkbox"/> Actual Amount				

Provide a description of all meetings and events attended. See Senate Rule 35.2(c)(6). (Attach additional pages if necessary.):

Attached

6/21/2018
(Date)

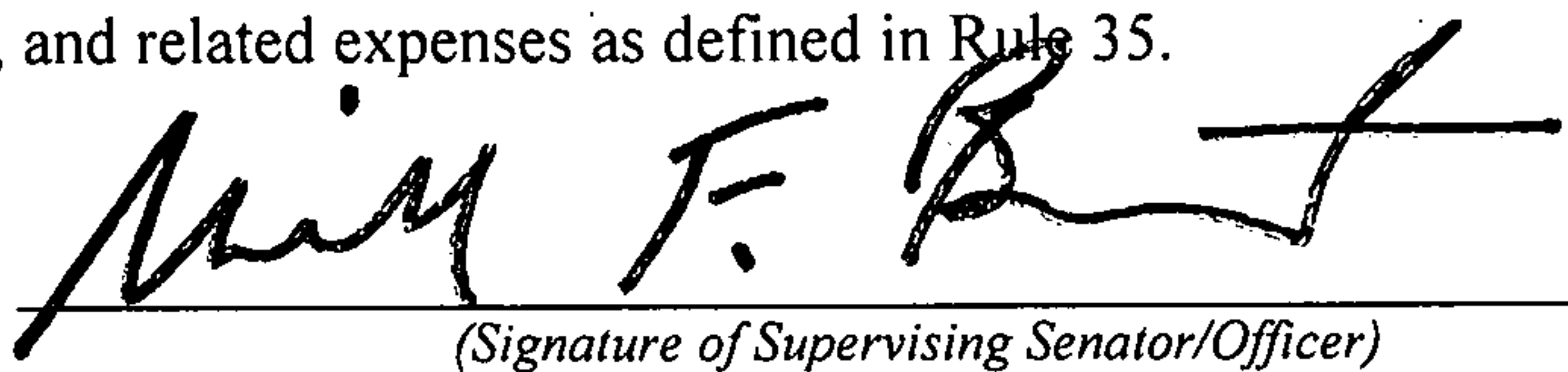
Bitza Habib
(Printed name of traveler)


(Signature of traveler)

TO BE COMPLETED BY SUPERVISING MEMBER/OFFICER:

I have made a determination that the expenses set out above in connections with travel described in the *Employee Pre-Travel Authorization* form, are necessary transportation, lodging, and related expenses as defined in Rule 35.

6/21/2018
(Date)


(Signature of Supervising Senator/Officer)

Date/Time Stamp:

EMPLOYEE PRE-TRAVEL AUTHORIZATION

Pre-Travel Filing Instructions: Complete and submit this form at least 30 days prior to the travel departure date to the **Select Committee on Ethics** in **SH-220**. Incomplete and late travel submissions will not be considered or approved. This form must be typed and is available as a fillable PDF on the Committee's website at ethics.senate.gov. Retain a copy of your entire pre-travel submission for your required post-travel disclosure.

Name of Traveler: Rita A. Habib

Employing Office/Committee: Senator Michael F. Bennet

Private Sponsor(s) (list all): R Street Institute

Travel date(s): Monday, May 28 - Saturday, June 2, 2018

Note: If you plan to extend the trip for any reason you must notify the Committee.

Destination(s): London, United Kingdom

Explain how this trip is specifically connected to the traveler's official or representational duties:

Health policy advisor to member who is on the Senate Finance and HELP Committees and interested in working on policies to combat the opioid crisis.

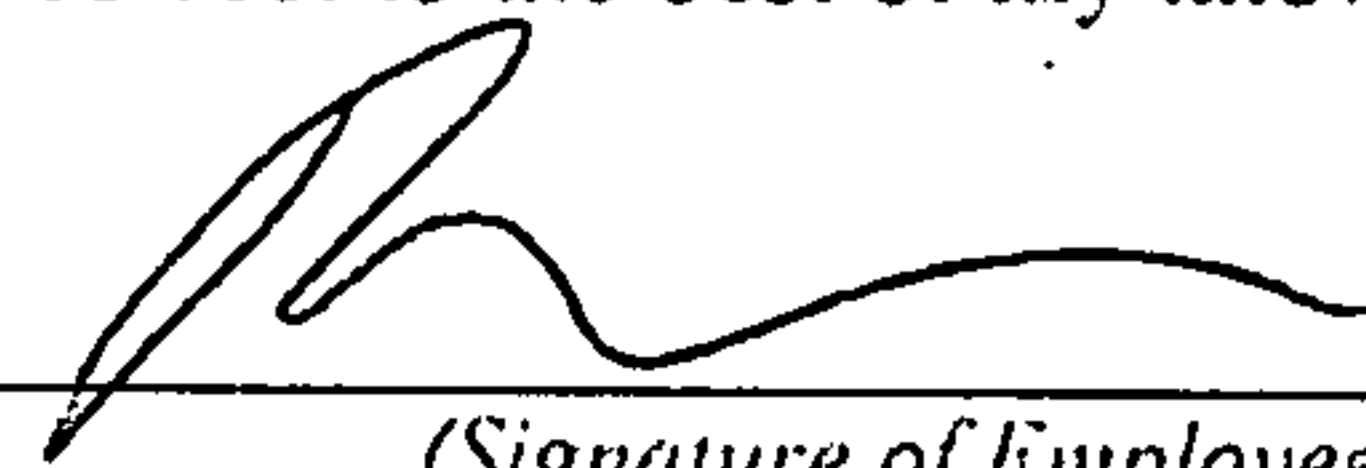
Name of accompanying family member (if any): None

Relationship to Employee: ☐ Spouse ☐ Child

I certify that the information contained in this form is true, complete and correct to the best of my knowledge:

4/26/2018

(Date)



(Signature of Employee)

TO BE COMPLETED BY SUPERVISING SENATOR/OFFICER (President of the Senate, Secretary of the Senate, Sergeant at Arms, Secretary for the Majority, Secretary for the Minority, and Chaplain):

I, Michael F. Bennet hereby authorize Rita A. Habib

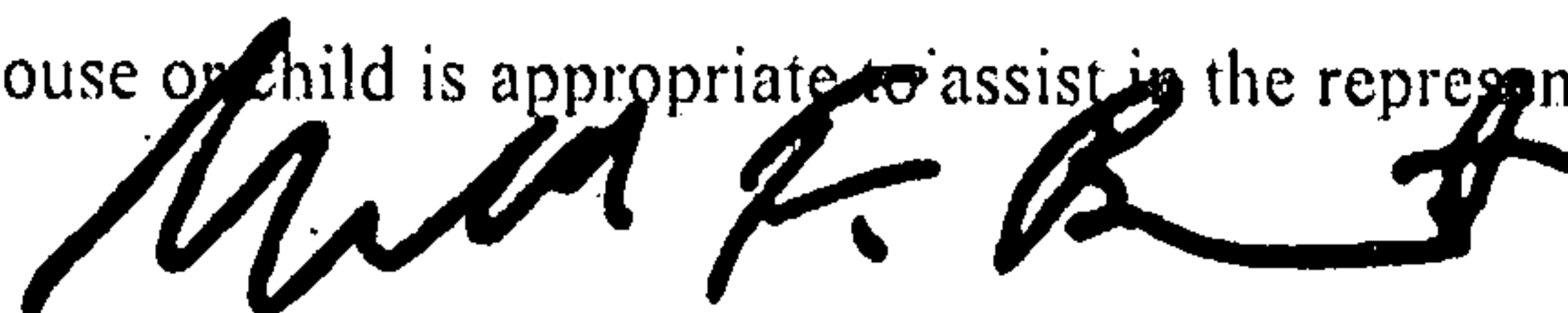
(Print Senator's/Officer's Name) (Print Traveler's Name)

an employee under my direct supervision, to accept payment or reimbursement for necessary transportation, lodging, and related expenses for travel to the event described above. I have determined that this travel is in connection with his or her duties as a Senate employee or an officeholder, and will not create the appearance that he or she is using public office for private gain.

I have also determined that the attendance of the employee's spouse or child is appropriate to assist in the representation of the Senate. (signify "yes" by checking box) ☐

4/26/2018

(Date)



(Signature of Supervising Senator/Officer)

PRIVATE SPONSOR TRAVEL CERTIFICATION FORM

This form must be completed by any private entity offering to provide travel or reimbursement for travel to Senate Members, officers, or employees (Senate Rule 35, clause 2). Each sponsor of a fact-finding trip must sign the completed form. The trip sponsor(s) must provide a copy of the completed form to each invited Senate traveler, who will then forward it to the Ethics Committee with any other required materials. The trip sponsor(s) should NOT submit the form directly to the Ethics Committee. Please consult the accompanying instructions for more detailed definitions and other key information.

The Senate Member, officer, or employee **MUST** also provide a copy of this form, along with the appropriate travel authorization and reimbursement form, to the Office of Public Records (OPR), Room 232 of the Hart Building, within thirty (30) days after the travel is completed.

1. Sponsor(s) of the trip (please list all sponsors): R Street Institute
2. Description of the trip: Educational visit for congressional staffers to learn about harm reduction
3. Dates of travel: Monday, May 28- Saturday, June 2, 2018
4. Place of travel: London, United Kingdom
5. Name and title of Senate invitees: See attached page
6. I *certify* that the trip fits one of the following categories:
 - ☒ (A) The sponsor(s) are not registered lobbyists or agents of a foreign principal **and** do not retain or employ registered lobbyists or agents of a foreign principal **and** no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.
 - OR -
 - ☐ (B) The sponsor or sponsors are not registered lobbyists or agents of a foreign principal, but retain or employ one or more registered lobbyists or agents of a foreign principal and the trip meets the requirements of Senate Rule 35.2(a)(2)(A)(i) or (ii) (*see question 9*).
7. ☒ I *certify* that the trip will not be financed in any part by a registered lobbyist or agent of a foreign principal.
 - AND -
 - ☒ I *certify* that the sponsor or sponsors will not accept funds or in-kind contributions earmarked directly or indirectly for the purpose of financing this specific trip from a registered lobbyist or agent of a foreign principal or from a private entity that retains or employs one or more registered lobbyists or agents of a foreign principal.
8. I *certify* that:
 - ☒ The trip will not in any part be planned, organized, requested, or arranged by a registered lobbyist or agent of a foreign principal except for *de minimis* lobbyist involvement.
 - AND -
 - ☒ The traveler will not be accompanied on the trip by a registered lobbyist or agent of a foreign principal except as provided for by Committee regulations relating to lobbyist accompaniment (*see question 9*).

9. **USE ONLY IF YOU CHECKED QUESTION 6(B)**

I *certify* that if the sponsor or sponsors retain or employ one or more registered lobbyists or agents of a foreign principal, one of the following scenarios applies:

☐ (A) The trip is for attendance or participation in a one-day event (exclusive of travel time and one overnight stay) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip.

- OR -

☐ (B) The trip is for attendance or participation in a one-day event (exclusive of travel time and two overnight stays) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip (*see questions 6 and 10*).

- OR -

☐ (C) The trip is being sponsored only by an organization or organizations designated under § 501(c)(3) of the Internal Revenue Code of 1986 and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.

10. **USE ONLY IF YOU CHECKED QUESTION 9(B)**

If the trip includes two overnight stays, please explain why the second night is practically required for Senate invitees to participate in the travel:

N/A

11. ☒ An itinerary for the trip is attached to this form. I *certify* that the attached itinerary is a detailed (hour-by-hour), complete, and final itinerary for the trip.

12. Briefly describe the role of each sponsor in organizing and conducting the trip:

The R Street Institute is the sole sponsor organizing and conducting all aspects of this trip.

13. Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:

R Street is a nonprofit public policy research organization that supports integrated harm reduction with opioid, tobacco and drug use as central elements. This trip will educate policymakers' staff on harm reduction concepts and allow them to evaluate successes and potentials in harm reduction.

14. Briefly describe each sponsor's prior history of sponsoring congressional trips:

This will be the first congressional trip we have sponsored.

15. Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips):

As a public policy research organization, education is central to R Street's mission. We publish a variety of policy studies and articles and frequently host educational briefings and meeting with staffers on Capitol Hill.

16. Total Expenses for Each Participant:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses
<input checked="" type="checkbox"/> Good Faith estimate	\$751.80- Flight \$100- Underground Fare	\$1,023.50	\$600	\$144.29- Fee for use of hotel conference room facilities
<input type="checkbox"/> Actual Amounts	\$150- Private transportation to and from airport			

17. State whether a) the trip involves an event that is arranged or organized *without regard* to congressional participation or b) the trip involves an event that is arranged or organized *specifically with regard* to congressional participation:

This event is organized specifically with regard to congressional participation.

18. Reason for selecting the location of the event or trip

The UK is a global leader in integrating harm reduction in its public health programs. Senate staff will meet with British public health providers, clinical experts and civil servants to learn from their approach.

19. Name and location of hotel or other lodging facility:

Radisson Blu Edwardian Grafton: 130 Tottenham Court Rd, Fitzrovia, London W1T 5AY, UK

20. Reason(s) for selecting hotel or other lodging facility:

We were able to get an affordable rate through a group discount as well as access to conference rooms for meetings. We also selected this hotel due to its proximity to central London and a tube station.

9:30am Arrive at hotel; time for delegates to check into hotel rooms, eat breakfast and prepare for the day



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presentation on the underlying principles of harm reduction and its basic applications. The delegation will discuss the promise and limitations of harm reduction as a public health philosophy.

Wednesday, May 30

- | | |
|----------------|--|
| 9:00am-10:15am | Lecture on addiction by Carrie Wade
Hotel Conference Room
<i>Dr. Carrie Wade will present her lecture "Neuroscience of Addiction: Is it a Choice?" Dr. Wade will cover:</i>
<i>1. What is addiction, 2) what are the disruptions in addiction, 3) how does a neurobiological framework benefit diagnosis, treatment and recovery?</i> |
| 10:15am | London Underground Transit to Harm Reduction International
Warren Street Station to Elephant and Castle, transfer Oxford Circus |
| 11:00am-1:00pm | Lunch meeting with Harm Reduction International
Unit 2C09 Southbank Technopark, 90 London Road, London SE1 1LN
<i>Lunch presentation and discussion with Fionnuala Murphy, head of advocacy for Harm Reduction International, the leading non-government organization working to promote and expand support for harm reduction. Murphy's presentation will focus on the "10 by 20" campaign, Harm Reduction International initiative to have governments redirect 10% of the resources currently spent on ineffective punitive responses to drugs and invest it in harm reduction by 2020.</i> |
| 1:00pm-2:00pm | London Underground Transit to Hotel
Elephant and Castle to Warren Street Station, transfer Oxford Circus |
| 2:00pm-5:30pm | Meet with DrugScience
Hotel Conference Room: Radisson Blu Edwardian Grafton
<i>DrugScience is an independent, science-led nonprofit on drugs research, which brings together leading drugs experts to carry out original research into drug harms and effects.</i> |
| 5:30pm-6:00pm | London Underground Transit to House of Lords
Warren Street Station to Westminster, transfer Green Park |
| 6:00pm-8:00pm | Reception
House of Lords |



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The reception will feature informal presentations from Steve Rolles, Founder of Transform Drug Policy Foundation; Carrie Wade, R Street; and David Badcock, CEO DrugScience. Presenters will discuss their organization's priorities and activities in the harm reduction space.

Thursday, May 31

- 10:00am-12:00pm** **Meet with Peter Hajek, Wolfson Institute of Preventive Medicine**
Hotel Conference Room
Professor Peter Hajek is Director of Tobacco Dependence Research Unit at the Wolfson Institute of Preventive Medicine. Dr. Hajek will discuss his scientific research on tobacco harm reduction, including the "Maudsley Model", the withdrawal-oriented treatment for smokers that he developed which is now used across the UK Specialist Stop-Smoking Service and abroad.
- 12:00pm-1:00pm** **Catered Lunch and Discussion Time**
- 1:00pm-3:00pm** **Meet with Sarah Jakes and Gerry Stimson, New Nicotine Alliance UK**
Hotel Conference Room
New Nicotine Alliance is a UK-based non-profit group that promotes and supports tobacco harm reduction.
Gerry Stimson will discuss a legal and ethical framework for tobacco harm reduction. Sarah Jakes will present on consumer advocacy for tobacco harm reduction.
- 3:00pm-5:00pm** **Meet with Christopher Russell, Centre for Substance Use Research**
Hotel Conference Room
CSUR is a research agency studying substance use and abuse using qualitative and quantitative methods. Dr. Russell will discuss research on e-cigarette use patterns in both the UK and US.
- 5:00pm** **R Street Institute: Dinner with Christopher Russell; bookkeeping and preparation time for lecture**
Delegates: networking time, dinner, personal time

Friday, June 1

- 10:00am-4:00pm** **Meetings at Guildhall Conference Room, City of London**



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The delegation will meet with several civil servants that will focus on the criminal justice angle of harm reduction, including prison populations and laws regarding nuisance behaviors.

10-11am: David Mackintosh, Head of Community Safety for the City of London and the Policy Adviser/Director to the London Drug and Alcohol Policy Forum.

11am-12pm: Dr Owen Bowden-Jones; Chair of the Advisory Council on the Misuse of Drugs

12-1pm: Lunch and Discussion Time

1-2pm: John Ramsey; Lead Toxicologist for City of London

2-3pm: Victoria Borwick; Deputy Mayor for City of London

3-4pm: Discussion and Q&A

4:00pm-6:00pm **Personal time**

6:00pm-8:00pm **Reception with City of London**
Guildhall Basinghall Suite, Gresham St, London EC2V 7HH, UK
Jeannie Cameron, Director of JCIC a public sector consulting firm, will give a presentation on trade implications of low-nicotine cigarettes.

Saturday, June 2

7:30am **Meet in lobby for bus transportation to Heathrow**

8:30am **Arrive at Heathrow**

11:30am **Depart London (Flight # DL 4382)**

2:50pm **Arrive Washington DC**

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